

Aids and Guidance for Preparation
of the FY 77 APP Report

PAGE 1 "FY 76 Goals and Achievements"

Due to the influx of the "single ceiling" figures, line 1 of this page cannot be transferred directly from the FY 76 APP. Numbers for this line should be taken from Computer Listing R426116.

Lines 2, 4, 6, 8 and 10 of this page should be taken directly from the FY 76 APP report, page two, lines 5, 10, 13, 15 and 16 respectively.

Line 9 of this page should be transferred directly to line 1 of page two.

Lines 3 and 5 of this page are taken directly from lines 5 and 9 of page 1a.

PAGE 1a "FY 76 Goals and Achievements - Supplement"

Line 1 of this page is the same as line 1 of page one. Lines 5 and 9 will transfer directly to lines 3 and 5 of page one. For Subgroup reports, line 5 is the total of lines 2 through 4 and line 9 is the total of lines 6 through 8. For Career Service reports line 5 is the total only of lines 3 and 4 and line 9 is the total only of lines 7 and 8. Career Services are asked to complete lines 2 and 6, Subgroup losses and gains, as they reflect the total intra Career Service movement.

PAGE 2 "Overall Plan for Projected Changes in Personnel Strength
FY 77"

Line 1 on this page is the same as line 9 on page one. On Subgroup reports line 5 is the sum of lines 2, 3, and 4; line 9 is the sum of lines 6, 7 and 8. On Career Service reports, lines 2 and 6 will be completed for the sake of the Subgroup information they provide but they will not be included in the sums reported on lines 5 and 9 respectively.

PAGE 3 "Personnel On Duty Strength Report - By Category"

Lines 1, 4 and 7 should be taken directly from lines 3, 6 and 9 respectively on page three of the FY 76 APP.

Line 1 + 4 + 7 = line 8, page one

Line 2 + 5 + 8 = line 9, page one

Line 3 + 6 + 9 = line 13, page two

PAGE 4 "Projected Personnel Losses" and "Planned Personnel Gains"

These two charts will show in gross numbers the movement of personnel, first between Subgroups and between Career Services and second, into and out of the Agency. In the first category, which is "internal" movement, count only individuals who actually have a change in their Career Service or Career Subgroup designation.

Because no projections were made in FY 76 relative to line 1 of this page, this line cannot be completed this year. It is included in the chart in anticipation of using the same format next

year. Line 4 should be taken directly from line 3 page four of the FY 76 APP and reported in the Career Service columns. Under the Professional Gains, the Clerical and Technical conversions should be separated from the internal gains number and counted in the column identified for them. The numbers for this clerical/technical column will be obtained as follows: for line 4 use the sum of the total of line 6 page five of the FY 76 report; for lines 5 and 6 use the sums of the totals of lines 5 and 6 of page five of the FY 77 APP.

When arriving at the totals on the "Planned Gains" chart, add all clerical and technical conversions to the "Subgroup" column. On the "Projected Losses" chart consider all clerical and technical conversions as Subgroup losses. It is recognized that there may be inter Career Service movement involved but for the purposes of this report credit all such movement to the Subgroup. For instance; a clerical in DDI/OER who becomes a professional in DDA/OP would count as an OER Subgroup clerical loss and as an OP Subgroup professional gain. Per the instructions in the previous paragraph, OP would of course count the individual in the Cler/Tech Converts column under "Professional Gains" and in the Subgroup column under "Total Gains."

The "total" numbers on this page when combined with gains and losses of SPS, EP, Wage Board and Military gains and losses should equal totals on page one lines 2 - 5 and on page two lines 2 - 9 as appropriate.

PAGE 5 "Professional Gains"

The "Planned Lateral Entry" chart of this page has not been changed from last year. Line 1 of this chart should be taken directly from line 3 page five of the FY 76 APP.

The second chart, "Planned Professional Gains - Excluding Clerical and Technical Conversions," is a modification of last year's report of these gains. Line 1 of this chart should be taken from line 6 page four of the FY 76 APP. In making this transfer the numbers in the "single ceiling" columns of the FY 76 report should be ignored. Count Internal gains as one number and combine FY 76 "college trained" figures together and also combine FY 76 "specialist" figures together for recording in this FY 77 format. You will note that individuals on the "Planned Lateral Entry" chart will be included in the appropriate column of this second chart, however, clerical and technical conversions to professional status are not to be included.

On this page there is no section that provides a "total" of all professional gains. Total of professional gains are reported in the professional columns on lines 4, 5 and 6 of page four.

Remember, when the bottom chart on this page is completed the "total" figures will be transferred to page four per the page four instructions, and to page nineteen to provide data base for percentages.

PAGE 6 "Rotational Assignments of GS Professional Employees"

Lines 1 and 6 should be taken directly from lines 4 and 9 respectively on page six of the FY 76 APP.

These charts have remained substantially the same.

"Identified in PDP" refers to those individuals GS-13 - 15 identified or selected for executive development and/or those GS-15 - 17 or SPS individuals identified as the current replacement candidates for executive vacancies. An agreed tour as used on these charts refers to a tour in which the individual actually does the complete spectrum of tasks of an assigned position outside his or her own Career Subgroup or Career Service and does them for a period in excess of six months. During this period the employee might be slotted either against his or her own Service's Development Complement or a slot on the host Service's T/O. A detail wherein an individual is assigned to "help out" or do an ad hoc study is not thought of as an agreed tour. Include on these charts all persons whose assignments were and/or will be in being at any time during the reporting period. The "in" and "out" totals of Subgroup moves within a Career Service (Intra) should balance on the achievement line for the Career Service. Hopefully when the Agency Consolidated Report is completed, the inter Career Service "in" and "out" moves will also balance.

PAGE 7 "Personal Rank Assignments"

Line 1 of this report should be taken directly from numbers in line 9 page seven of the FY 76 APP report.

In this year's PRA report the "man years" have been dropped. An achievement line for total PRAs by grade has been included so comparisons between FY 76 and FY 75 can be made. Your particular

attention is directed to line 10. This line is new this year and the percentages will be made against the respective numbers on line 13 of page two.

For those offices wishing to estimate the cost of PRAs, the following rule of thumb is given: add .5 to the average grade and consider that sum as the grade and step concerned. Example: average grade of incumbent equals 11.234; add to this .5 for a total of 11.734, the grade and step concerned is then considered to be GS-11 step 7.

PAGE 8 "Identified Separation/Replacement Requirements"

Line 1 of this page should be taken directly from line 4 page eight of the FY 76 APP report.

PAGE 9 "Training and Language"

Lines 1 and 6 of this page should be taken directly from the numbers provided in lines 4 and 8 respectively of page nine of the FY 76 APP report.

The training report chart has been modified this year by asking for gross numbers under each of the three columns "OTR-Other," "Component Conducted," and "External." In completing this report please ignore all quotas and reflect actual needs for training. In completing the attached "List of Courses with Number of Planned Enrollees," use as a guide the training requirements submitted to OTR in May 1976.

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Substantial changes should be particularly highlighted to enable OTR to make the necessary adjustments. FYI, the training sections of the APP are forwarded to OTR and used in course scheduling and enrollment evaluation.

The "Language Positions" chart has not changed.

PAGE 10 "Language Skills Development"

The FY 77 goals should be taken directly from page ten of the FY 76 APP report. This chart has not changed, however, you may wish to review the FY 76 instructions for completing this page.

PAGES 11 - 14 "EEO Statistics - Professionals"

Lines 2 and 8 of these pages should be taken respectively from lines 4 and 11 on pages eleven through fourteen of the FY 76 APP report.

Line 7 on these pages should be taken directly from line 3 page three of this FY 77 APP report. Line 12 for each of these pages will be the same and will reflect the reporting component's planned professional promotions. The data for this line does not appear elsewhere in the APP. Line 1 of each of these pages will be the sum of lines 3 plus 7 of pages eleven through fourteen respectively of the FY 76 APP report.

On the promotions charts, report promotions "to" and not promotions "from." Example: A GS-12 being promoted to GS-13 would appear in the GS-13 column.

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PAGES 15 - 18 "EEO Statistics - Technical"

Lines 2 and 6 of these pages should be taken respectively from lines 4 and 11 of pages fifteen through eighteen of the FY 76 APP report; a breakout by grade will be required at the GS-07 and below range.

Line 5 will be the same on each of these pages and should be taken directly from line 6 page three of this FY 77 APP report.

Line 9 will be the same on each of these pages and will reflect the reporting component's planned technical promotions. These numbers are not reflected elsewhere in the APP.

Line 1 of each of these pages will be the sum of lines 3 plus 7 of pages fifteen through eighteen respectively of the FY 76 APP report.

PAGE 19 "EEO - Movement of Clerical and Technical Employees into Professional Status"

Numbers for the small section titled "Total Moves to Professional Status" should be taken directly from the "total" columns of lines 4, 5 and 6 of page five of this FY 77 APP report. Lines 1 and 4 of this page should be taken directly from lines 3 and 6 respectively on page nineteen of FY 76 APP.

PAGE 20 "EEO - Training"

No change from last year.

Lines 1, 4 and 7 should be taken directly from lines 3, 6 and 9 respectively on page twenty of the FY 76 APP.

PAGE 21 "Promotion Statistics"

The numbers for the "Average Time in Grade" FY 74 and also FY 75 should be taken directly from the corresponding lines on page twenty-one of the FY 76 APP report.

PAGE 22 "Separations"

Note the comment at the bottom of the APP page re duplicating Computer Listing.

PAGE 23 "Professional and Technical - Counseling Cases"

This page is new this year and is focused on the "problem employees" in the lower percentiles of ranking exercises. It is recognized there may be employees whose performance and/or conduct are completely satisfactory who for the simple reason of a forced ranking fall into the lower percentiles, such employees are not a problem and should not be included in this report. Hopefully the majority of those employees reported on line 1 will have been counseled regarding their careers and thus will also be reported in line 2. The sum of lines 3 through 6 should equal line 1. The sum of lines 10 through 14 will also equal line 1; however, for this to be true, attention must be given to the footnote on the page which states that an employee who is both reassigned and reduced to a lower grade should be counted only in line 13, "reduced to lower grade."

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PAGE 24 "Fitness Report Rating Profile"

Note comments at bottom of APP page re duplicating Computer Listing.

Numbers for the 1974 and 1975 average ratings should be taken directly from page twenty-three of the FY 76 APP report.

PAGE 25 "Group Communications"

The first three "boxes" of this report should be taken directly from page twenty-four of the FY 76 APP report.

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